

**Minutes of the APSUO Steering Committee Meeting  
Held on October 11, 2001, at Argonne National Laboratory**

**Attendees:**

M. Antonio, J. Budai, L. Chen, D. Cookson, S. Durbin, P. Dutta, P. Fenter, M. Gibson, D. Haeffner, B. Hartline, S. Heald, E. Isaacs, L. Keefe, D. Mills, S. Muchmore, W. Schildkamp, G. Shenoy, B. Stephenson, S. Strasser, C. Vanni, M. Vigliocco-Hagen, and P. Zschack.

**APSUO Members:**

**Continuing Members:**

Paul Zschack, Chair  
John Budai  
Pulak Dutta  
Dean Haeffner  
Steven Muchmore  
Amy Rosenzweig  
Eric Isaacs, *ex officio* Chair

**Newly Elected Members:**

Lin Chen  
David Cookson  
Stephen Durbin  
Lisa Keefe  
John Rose  
Sunil Sinha

**Retiring Members:**

Mark Antonio  
Dean Chapman  
Steve Heald  
Wilfried Schildkamp  
Paul Fenter

**Welcoming Remarks:**

Eric Isaacs, outgoing APSUO Chair, expressed his thanks to the committee for its help during his tenure as chair.

Beverly Hartline, Argonne National Laboratory Deputy Director, stressed that the interaction between this committee and APS management is vital. She also thanked Isaacs for his involvement in the committee and indicated she is looking forward to working with Paul Zschack and Murray Gibson in the future. She also expressed the thanks of the Argonne community to Gopal Shenoy for his commitment to the APS as the interim associate laboratory director for the APS these past few weeks.

Gibson, newly named Associate Laboratory Director (ALD) for the APS, thanked the user community, stating that the APS is all about the users. He also thanked Isaacs and other members of the committee and offered congratulations to the newly elected APSUO members.

**Routine Business:**

Zschack called the meeting to order and thanked the outgoing members of the committee for their support, indicating that their efforts have been invaluable in helping the committee to meet its goals.

## **APS Update and Reports:**

### *APS Update:*

Gopal Shenoy reported that the DOE's cooperation will play an important role in future funding for the APS. It is critical for the APSUO to understand the process by which funding is procured. Shenoy congratulated Isaacs on the fine job he has done in this area in the past.

Denny Mills gave a short summary of the APS User Survey conducted in September 2001. Comments were very favorable. One-half of all survey responses came from Independent Investigators. Complete survey results are located on the web at <http://www.aps.anl.gov/upd/survey2001/>.

### *New Business:*

The DOE/BES Program Review of the APS will be conducted On October 16–18, 2001. Each reviewer will write an individual summary of the review, which will later be summarized in the final report. A draft agenda of the meeting is included in the APSUO Meeting Packet. Outgoing committee members are urged to participate in this review.

The Program Evaluation Board (PEB) meeting will be held on October 24–26, 2001. GM/CA-, NE-, IXS-, Nano-, LS-, and COM-CATs will give progress reports. Scientific progress reviews will be conducted for BESSRC-, DND-, and SRI-CATs. Roy Clarke will be a guest reviewer.

### *APSUO By-laws/New Members:*

The mission of the APSUO as outlined in the by-laws was discussed for the benefit of the new members present. The main functions of the organization are to serve as an advocacy group for the facility and its user community, to provide advice to the ALD on matters affecting the user community, and to serve as a vehicle for communication between the APS user community and APS management.

New members were urged to be active participants and make contributions to the committee and reminded that they have been elected to represent the entire user community. APSUO meeting minutes are on the web for new member review. Pictures and bios of new members will also be on the web.

Paul Fenter, an outgoing member of the committee, reminded the committee that he has served as the committee's representative to the APS Library group during his tenure in office. The group discussed the role of the library committee. It was emphasized to the committee to take the APS library issue very seriously.

## **Next Meeting:**

The next meeting of the APSUO Steering Committee will be held on January 17, 2002. At that time, the committee will elect a vice chair. Members were asked to think about whom to elect to this position.

## **11UM Post Mortem Meeting**

### *Electronic Voting for APSUO:*

- Recommend continued use; had very successful first use of e-voting.
- Possibly give meeting registrants an e-ballot as they sign in for the meeting.
- Possibly use pre-printed neon colored Post-it notes on meeting packets to remind attendees about voting timetable during meeting.
- Put up big signs to direct attendees to the computer terminals where they can vote.
- Provide laminated instructions at the computer terminals to explain voting procedure.

### *Workshop Issues:*

- Monitor workshop attendance—problems encountered include people not staying for entire workshop and locations with seating capacity that did not match the attendance numbers (too many or too few).
- Inform all workshop organizers and speakers up front that they are required to register for the meeting. Workshop support funds can be used to cover these costs if the workshop organizer(s) wishes.

### *General:*

- A 9:00 am start time is highly preferred to 8:30 am or earlier.
- Rope off the balcony when possible to increase the mass of people on the main floor in the lecture hall.
- Put up signs at the lecture hall reminding people to turn off pagers and cell phones.
- Address timekeeping issues to assist science session chairs (possibly use a small bell to warn speakers about approaching end of allotted time).
- Allow CATs to offer CAT-produced literature to meeting attendees at the registration tables.
- Offer APS User Activity Reports at the registration tables again.
- Post Web-based first announcement about meeting at earliest possible date.

### *Poster Session:*

- Anticipate even greater participation in poster session; may need to plan for an additional tent to accommodate posters and reduce crowding.
- Continue tradition of the student poster competition.
- Possibly offer poster session participants the option to mail their posters to the APS User Office in advance of the meeting for pick up at the meeting.

*Lunches:*

- Investigate switching to rectangular tables for the dining area rather than rounds to increase the seating capacity and save space.

*Vendors:*

- Use only 6 ft. tables (rather than 8 ft. tables) for vendors to increase quantity of booths that can fit in the gallery. Vendors say that 6 ft. is a standard size for shows.
- Initiate a small charge for a second table.
- Do not locate vendor exhibits upstairs outside of E1100/E1200 unless absolutely necessary.
- Include shipping instructions for exhibitor materials and rules for shipping in the very first announcement that goes to vendors!